

Tamara Lynne Echevarria
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Education:

Penn State University 01/00 – 05/00 – Sociology in Leisure

West Chester University 9/81 – 5/82 - Business Administration

Upper Dublin High School 9/78 – 6/81 - Diploma

Professional Employment:

1996 – present Recreation Superintendent
Department of Parks & Recreation
Upper Dublin Township, Fort Washington, PA

- Responsible for assisting with program planning, development, implementation/evaluation and coordination of office procedures
- Responsible for program planning, development, implementation/evaluation and coordination of all Recreation Programs and events
- Supervise and coordinate four part-time and one seasonal staff office CSR's (Customer Service Representatives; front desk staff), Administrative Assistant, Recreation Specialist, volunteers, summer staff, college interns, UDHS Community Study Staff, contracted staff and program leaders
- Oversee administrative operations: respond to and provide customer service; maintain office supply inventory and manage office equipment; coordinate bank deposits and finance reporting
- Maintain automated records within parks and recreation: oversee the maintenance of the parks and recreation record system for personnel, payroll, purchase orders, permits, reports, check register and client database
- Assist in program operations, including: program registration; response to citizen requests; Mondauk Common and Robbins Park group scheduling; cable television messages; programs, trip, tour and special event development; and act as group/program leader.
- Provide management assistance in oversight of volunteers, seasonal staff, research and related township activities
- Assist in the preparation of the recreation department budget.

Guest Speaker – Temple University

- Customer Service
- Event Planning

1993 – 1996 Office Assistant
Department of Parks & Recreation
Upper Dublin Township, Fort Washington, PA

- Responsible for front desk operations
- Provided customer service
- Processed program registrations, compile class lists and support recreation staff in developing, organizing and administering recreational programs and special events
- Acted as program leader for in-house programs and department trips and tours
- Maintained filing system, purchase orders, office supplies, check register and deposit

1989 – 1996 Crossing Guard
Upper Dublin Township, Fort Washington, PA

1989 – 1993 Office Manager/Physician's Assistant
Dr. Barton I. Kessler, DPM
Fort Washington, PA

- Managed daily operations of a busy podiatry office
- Trained and worked as a Podiatric Physician's Assistant

1986 – 1989 Senior Customer Service Representative Supervisor
USHealthcare
Blue Bell, PA

- Supervised a staff of 8 senior customer service representatives

1983 – 1986 Senior Customer Service Representative
Prudential Insurance Company
Fort Washington, PA

- Supervised a staff of 24 customer service representatives

Professional and Civic Affiliations:

- **Pennsylvania Recreation and Parks Society, Inc. (1999 – present)**
- **PRPS District III – Secretary (2004 – 2010)**
- **PRPS District III – President Elect (2010 – 2011)**
- **PRPS- Secretary – (2011 – present)**
- **PRPS Annual Conference Exhibit Hall Committee (2006 - 2007)**
- **PRPS Annual Conference Local Arrangements Committee (2008 - 2009)**

- **PRPS 2011 Annual Conference Co-Chair**
- **Presidential Citations – 2004, 2007, 2011**
- **Upper Dublin Football Boosters – Vice President – 2012**
- **Upper Dublin Football Boosters – President - 2013**
- **Upper Dublin Monte Carlo Night Planning Committee – 2013, 2014, 2015**
- **Robert D. Griffith Distinguished Member Award - 2013**
- **Upper Dublin Township Community Day Committee (1994, 1996, 1998, 2000, 2002, 2004, 2006, 2008, 2012, 2014)**
- **Fort Washington Fire Company Ladies Auxiliary (1983 – present)**
Special Events Committee chair, Executive Board, By-Laws Committee, Membership Committee

Certifications and Training

- **American Red Cross Babysitter’s Training Instructor (1994 – present)**
- **American Red Cross CPR/First Aid/AED Instructor/Trainer (2006 – present)**
- **CPR/First Aid/AED certified (1999 – present)**
- **PRPS Annual Conference (1996 – present)**
- **NRPA Congress (1999, 2000, 2001, 2009)**
- **Various DIII workshops**
- **PRPS Mini Conferences**
- **PRPS Leadership Summit (2010)**
- **Penn State Management Development Program (2009, 2010)**

References

Available upon request

Platform Statement

I will continue to support the staff and the membership, so that they are given the tools that are needed to move our society to the next level of service. I would like the opportunity to continue to serve as your Secretary.